

SELKE
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140159-7

PREPARE IN DUPLICATE				DD/S/CTR/155 - 32	
1. TITLE OF REPORT (if a fill-in report include Form No.) Agency Training Record - By Service Designation(Supplement)				2. TYPE OF REPORT	STATISTICAL NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA	PERSONNEL	<input checked="" type="checkbox"/>	TRAINING	ADMIN. GENERAL	
	LOGISTICS	<input checked="" type="checkbox"/>	SECURITY	OTHER (specify)	
	MEDICAL	<input checked="" type="checkbox"/>	FINANCE		
4. NO. OF COPIES PREPARED 3	5. FREQUENCY (weekly, monthly, quarterly, etc.) Annual			6. DISTRIBUTION (No. of components not number of copies) 53	
7. FORMAT (memorandum, form computer print-out, etc) Computer print-out		8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. 601K		9. DIRECTIVE AUTHORITY REQUIRING REPORT HR <input type="checkbox"/> 25X1	
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OTR/ISS/AIR		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) None (Same as 601E)			

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
950 x 3 x 1								

B. COSTS OF COMPUTER PRODUCED REPORTS

950 pages x 3 copies x 3¢ a page x 1 times a year = \$85.50	
TOTAL COSTS PER YEAR	\$85.50

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is an annual supplement. First run in 1968 with data from 1948 to 1968. Each year after is supplement to this. HR 25X1

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE	ESTIMATED SAVINGS MAN-HOURS 0 DOLLARS 0STAT	
16. DATE OF INVENTORY 9 OCT 1970 Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140159-7	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Records Management Officer, OTR	18. EXTENSION <input type="checkbox"/>